

MAUGER & CO., INC.



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2199443

300C LAWRENCE DRIVE
POST OFFICE BOX 2426
WEST CHESTER, PA.
19380

March 27, 2012

Joanne Marinelli, Chief
Cost Recovery Branch
U.S. Environmental Protection Agency
Region III
1650 Arch St
Philadelphia, PA 19103-2029

Re: Submission of Information - Metro Container Site, Trainer, Pa

Dear Chief Marinelli,

I am writing in response to your request dated March 9, 2012 where you have requested all records in our possession for the above mentioned company. We have vendor invoice records back to 2004 and upon my examination I have found none from Metro Container Corporation.

Vendor invoice records are routinely disposed of early in January once they reach the eighth year of retention, one year longer than the guideline. Vendor invoice records from 1980 through 1990 were disposed of in the year 2000 when we moved into this building.

I am enclosed a copy of our document retention policy. Vendor invoices are now shredded in house and then trashed. The information contained on the invoice would have probably shown a number of drums sent out to be cleaned and reconditioned, the cost per drum and the total due.

Please be advised that no one at Mauger & Co now worked here in the 1980-1990 period. Mr. Mauger Jr and Mr. Mauger III have both passed away within the last year and a half. The current President, Clyde Mauger IV was in elementary school in the 1980's.

The individual who produced the invoices was an employee of Metro. We have no information as to that person's identity or whereabouts. The person here who would have been responsible for the retention and destruction of the documents would have been Clyde Mauger, III who has passed away.

Yours Very Truly,


George T. Mozzachio
Operations Manager

CC: C. Mauger, IV

BUSINESS RECORDS RETENTION SCHEDULE

Have you ever wondered how long your business should store records from past years?
The answers are below:

	Retention Period		Retention Period
Accident reports and claims (settled)	7 yrs	Journals	Perm
Accounts payable ledgers	7 yrs	Minute books of directors and Stockholders, incl. By-Laws	Perm
Accounts receivable ledgers	7 yrs	Notes receivable ledgers	7 yrs
Audit reports of accountants	Perm	Option records (expired)	7 yrs
Bank reconciliations	1 yrs	Payroll records and summaries	7 yrs
Capital stock and bond records	Perm	Pedy cash vouchers	3 yrs
Cash books	Perm	Physical inventory tags	3yrs
Charts of Accounts	Perm	Plant cost ledgers	7 yrs
Check (cancelled, routine)	7 yrs	Property appraisals	Perm
Check (cancelled, important)	Perm	Property records	Perm
Contracts and leases (expired)	7 yrs	Purchase orders	1 yrs
Contracts and leases in effect	Perm	Purchase orders (purchasing dept. copy)	7 yr
Correspondence (general)	3 yrs	Receiving sheets	1 yr
Correspondence (legal matters)	Perm	Requisitions	1 yr
Deeds, mortgages, bills of sales	Perm	Sales records	7 yrs
Depreciation schedules	Perm	Savings bond records	3 yrs
Duplicate deposit slips	1 yrs	Scrap and salvage records	7 yrs
Employee personnel records (terminated)	7 yrs	Stenographer's notebooks	1 yr
Employment applications	3 yrs	Stock and bond certificates (cancelled)	7 yrs
Expense analyses and dist. Schedules	7 yrs	Stockroom withdrawal forms	1 yr
Financial statements	Perm	Subsidiary ledgers	7 yrs
General and private ledgers	Perm	Tax returns & worksheets	Perm
Insurance policies (expired)	3 yrs	Time books	7 yrs
Insurance records, claims, policies	Perm	Trade mark registrations	Perm
Internal audit reports	3 yrs	Voucher register & schedules	7 yrs
Inventories	7 yrs	Computer records, backup of all business records	Perm
Invoices to customers	7 yrs		
Invoices from vendors	7 yrs		
Vouchers for payments to vendors & employees	7 yrs		

Source: Office of the Federal Register
(Keep as reference)